

## Minicon Print Shop Control Sheet

Artist Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Main Art Categories: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent Address: \_\_\_\_\_

Agent City: \_\_\_\_\_

Agent State: \_\_\_\_\_ Agent Zip \_\_\_\_\_ Agent E-Mail: \_\_\_\_\_ Location: \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Fax: \_\_\_\_\_

Fees Paid: \_\_\_\_\_ Check # \_\_\_\_\_

# Pieces Checked in \_\_\_\_\_ By \_\_\_\_\_

# Pieces Checked out \_\_\_\_\_ By \_\_\_\_\_

# of Panels/Tables: \_\_\_\_\_

# of Pieces	Piece Name	Price Each	# Sold	# Returned	Total

Base Sales: \_\_\_\_\_ Commission: \_\_\_\_\_ Sub total: \_\_\_\_\_

Postage Paid: \_\_\_\_\_ Postage Amount: \_\_\_\_\_ Postage Over\Under: \_\_\_\_\_

Postage Check# \_\_\_\_\_ Artist Payment Check # \_\_\_\_\_ Total from Print Shop: \_\_\_\_\_

Total to Artist: \_\_\_\_\_

Notes: \_\_\_\_\_